

Baldwinsville Public Library
Board of Trustees
Minutes of Meeting – March 9, 2016

PRESENT: Barbara Aitken, President; Linda Clarkson, Susan Downey, Ed McManus, Margaret Van Patten, Library Director; Elizabeth Brainerd, Secretary

ABSENT: Carlo Cuccaro, Bruce King, Robert Manning

ALSO PRESENT: Abe Morelli

The meeting was called to order by President Aitken at 7:40 p.m.

- I. Conflict of Interest. There were no reports from Board members of any conflicts of interest relating to the Board members or library matters.
- II. Disposition of Minutes of February 10, 2016 Meeting. The minutes were distributed and discussed. It was noted that Linda Clarkson had been listed as both present and absent, although she was absent. Sue Downey had also been omitted from those Board members present. Motion by McManus, seconded by Downey, that the minutes be accepted as corrected. Carried.
- III. Treasurer's Report – Public Fund. Van Patten advised that the report has not yet been received from the School District.
- IV. Treasurer's Report – Donation Fund. The Donation Fund report was distributed and discussed. Morelli advised the library's CD will come due soon and will be negotiated with the bank at that time. He received a Form 1099 from the bank and it was given to Van Patten for library records. He advised that a check dated October 27, 2015 in the amount of \$29.41 payable to Cathy Johnson has not yet been cashed. Van Patten will contact Ms. Johnson to check the status. Motion by Downey, seconded by Clarkson, that the report be accepted as presented. Carried.
- V. Bills – Public Fund. The Public Fund payable report for March, 2016 was presented and discussed. Motion by Downey, seconded by Clarkson, that the March 2016 Public Fund payable report be accepted subject to the review of the claims auditor for payment of bills in the amount of \$44,990.87. Carried.
- VI. Bills – Donation Fund. Van Patten showed the Board a painting purchased in memory of Nancy Brin for \$261.69 for which she advanced funds and needed to be reimbursed from the Donation Fund. Motion by Downey, seconded by McManus, that the donation fund bill be reimbursed to Van Patten in the amount of \$261.69. Carried.

VII. Public Comments – None.

VIII. Old Business

A. Updates

1. Library Construction Grants. No report.

2. Monthly Energy Use Review. The monthly and cumulative reports for gas and electricity usage were distributed and discussed.

B. Long Range Plan. Downey reported the group has not yet had an opportunity to meet during the month but a meeting will be scheduled soon.

C. Annual Budget Vote and Trustee Election.

1) Set Public Information Meeting Date: It was the consensus of the Board that the public information meeting to discuss the library budget will be held on April 13, 2016 at 7:15 p.m.

2) Petitions on File by March 22, 2016 at 4 p.m. Van Patten reported that as of this morning no petitions for library board trustee have been picked up. There are two open positions and McManus stressed that it is a priority to obtain competent Board trustees.

D. Personnel Policies.

1) Working Conditions: Page V-5 of BPL Policy Handbook. Aitken distributed two wordings of Section II of the proposed policy. After discussion, it was moved by Clarkson, seconded by Downey that Version 1 be accepted. Carried.

IX. New Business

A. Budget. The proposed budget for 2016-2017 was distributed and discussed. McManus explained the various lines of the budget. Motion by Downey, seconded by McManus, that the 2016-2017 BPL budget be accepted as presented. Carried.

B. Budget Presentation to the Public. The time schedule for the annual election was distributed and discussed. The budget presentation to the public will be prior to the April 13th Board meeting at 7:15 p.m. Van Patten reported that Suzanne McCarthy is working on the budget brochure.

C. Tax Cap Update. Van Patten advised that 1/12th of a percentage is the tax cap limit and the newly adopted budget is \$52.00 under the limit. Discussion

relating to the possible rescission of the tax cap resolution was tabled until the April meeting.

- D. Election and Public Strategy. Van Patten reported that the proposed budget has been published in both the “Messenger” and the “Post Standard” newspapers and will be published again three more times. Trustee petitions are available at the circulation desk and must be filed by March 22nd at the District Office. She advised Suzanne will have the flyer ready next week to be distributed locally at town buildings, banks, the Y, Chamber of Commerce, Rotary, stores, etc.
- E. Annual Report. The BPL Annual Report for Public and Association Libraries for 2015 was distributed and discussed. Motion by McManus, seconded by Downey, that the report be accepted as presented. Carried.
- F. Personnel. Motion by McManus, seconded by Downey, that Cameron Beckley and Christopher Alfonso be hired by BPL as Pages at a rate of \$9.00 per hour effective March 1, 2016. Carried.
- G. Other – None.

X. Director’s Report

Van Patten reported that they are still having problems with email and the library is planning to switch it to cloud based service. Microsoft’s education pricing for this will be \$1,300.00 per year. The present system is outdated and does not work.

She reported that the library is eligible to receive an additional \$5,000.00 grant from Magnarelli’s office to be used for the new carpeting in the library. The project must be completed by June 30th of this year and Van Patten reported it will be submitted before that time.

Van Patten has written to certified poll workers in the area to see if they would be interested in working at this year’s budget election. She also drafted a second letter to workers who have volunteered at the polls in the past but who are not certified on the new machines to ask if they would be interested in training. She reported the cost for the privacy screens for the election is \$6.00 per screen and she is going to look into the cost of buying screens for the library to be used this year and in the future.

Invitations to the Friends of the Library were distributed.

Van Patten reported that a dumpster has been delivered for the cleanout of the basement. No BPL library books are being put in the dumpster. The museum and PAC-B are also using the dumpster and will share the cost.

- XI. Adjournment. Motion by McManus, seconded by Downey, that the meeting be adjourned at 9 p.m. Carried. The next regular Board meeting will be held on Wednesday, April 13, 2016 at 7:30 p.m.

Respectfully submitted.

Elizabeth Brainerd, Secretary